

Message Text

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70

ORIGIN SS-15

INFO OCT-01 EA-06 ISO-00 CCO-00 SSO-00 NSCE-00 USSS-00

NSC-05 A-01 OPR-01 SAM-01 PM-03 PRS-01 SY-04 /038 R

DRAFTED BY S/S-S:PREAMS

APPROVED BY S/S:REWOODS

S - MR. BREMER

EA/PRCM - MR. ARMSTRONG(SUBS)

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FM SECSTATE WASHDC

TO USLO PEKING IMMEDIATE

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E.O. 11652: NA

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT:SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE-
MENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE
CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIRE-
MENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S
RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF
BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING
ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM CONSIST-
ING OF FSO PETER R. REAMS AND SECRETARY GAHL L. HODGES
WILL SUPPORT SECRETARY'S VISIT TO PEKING. THEY WILL
ARRIVE 0115, MONDAY 11/25 VIA IRAN NATIONAL AIRLINES NO. 801
TO HELP COMPLETE ARRANGEMENTS. WOULD APPRECIATE ANY
ARRANGEMENTS USLO CAN MAKE FOR ADVANCE PARTY'S OVERNIGHT
LODGING PENDING ARRIVAL OF SECRETARY'S PARTY. ANOTHER S/S
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TEAM CONSISTING OF FSO STEPHEN W. WORREL AND SECRETARY JANET BUECHEL WILL ARRIVE ABOARD SECRETARY'S PLANE OR SEPARATELY SHORTLY THEREAFTER. WILL CONFIRM LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE TO DEPARTMENT (INFO EMBASSY SEOUL FOR ADVANCE TEAM) NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S. KISSINGER

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NNN

*** Current Handling Restrictions *** n/a

*** Current Classification *** LIMITED OFFICIAL USE

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